Required OMB Data Reporting for ADSSP and ADI-SSS grants

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Agenda

- Welcome
- New Approved Form and Overall Reporting Requirements
- Demographic Data Reporting
- Reviewing Data for Inaccuracies
- Getting Support from the Resource Center and ACL Project Officer
- Questions and Discussion

IMPORTANT:

Data reported needs to be cumulative from the beginning of the grant, not specific to the reporting period

Reporting Requirements

- 1. Semi-Annual and Final Reports
 - Direct services provided
 - OMB Demographic Data Reporting
 - Narrative Report
- 2. SF-425 Financial report
- 3. PPHF Report (required only for ADI-SSS grants and made publicly available)
- Submit through GrantSolutions, unless otherwise noted
- For questions, ask project officer and Resource Center staff

PWD and CG Persons Served Data Reporting

Total Served

- Age
- Gender
- Geographic Location
- Ethnicity
- Race
- Minority Status
- Military Status
- Relationship to Caregiver (person with dementia only)
- Living Arrangement (person with dementia only)

Age, Gender, Geographic Location

		I	
Grantee name			
Grant ID			
Reporting period (start date - end date)			
Report submission date			
ALL LIGHT GREEN (CELLS SHOULD BE CO	MPLETED	
	PWD	Caregiver	Total
TOTAL SERVED			0
Age			
Under 60			0
60+			0
Age missing			0
Gender			
Female			0
Male			0
Gender missing			0
Geographic location			
Urban			0
Rural			0
Geographic location missing			0

Ethnicity, Race, Minority Status

	PWD	Caregiver	Total
TOTAL SERVED			0
Ethnicity			
Hispanic or Latino			0
Not Hispanic or Latino			0
Ethnicity missing			0
Race			
American Indian or Alaskan Native			0
Asian or Asian American			0
Black or African American			0
Native Hawaiian or other Pacific Islander			0
White			0
Race missing			0
Minority Status			
Minority			0
Not minority			0
Minority status missing			0

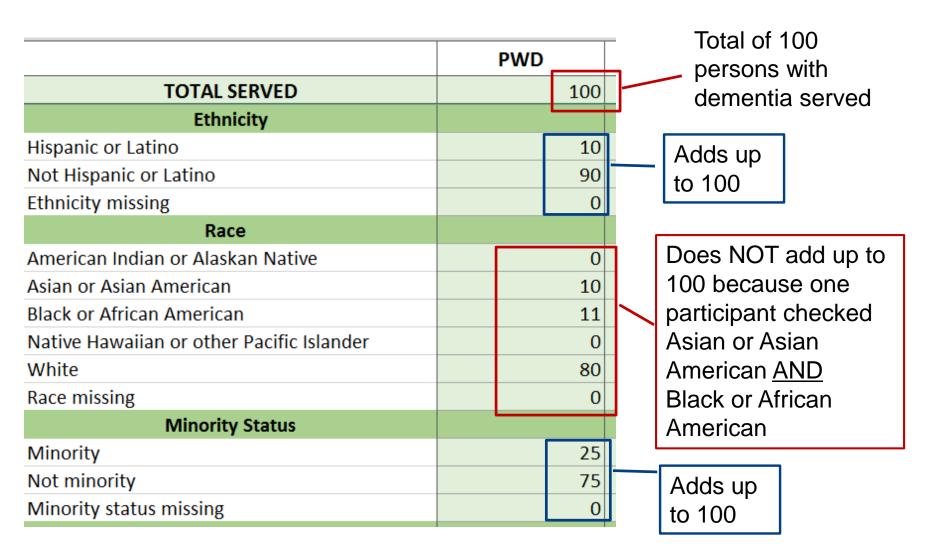
To be determined by project staff, not participant

Example: Participant who checks more than one race

	PWD	Caregiver	Total
TOTAL SERVED	1		1
Ethnicity			
Hispanic or Latino	0		0
Not Hispanic or Latino	1		1
Ethnicity missing	0		0
Race			
American Indian or Alaskan Native	0		0
Asian or Asian American	1		1
Black or African American	1		1
Native Hawaiian or other Pacific Islander	0		0
White	0		0
Race missing	0		0
Minority Status			
Minority	1		1
Not minority	0		0
Minority status missing	0		0

For illustration purposes only; in practice this worksheet will show aggregate data

Example: Aggregate data with multiracial participant



Military Status, Relationship to Caregiver, Living Arrangement

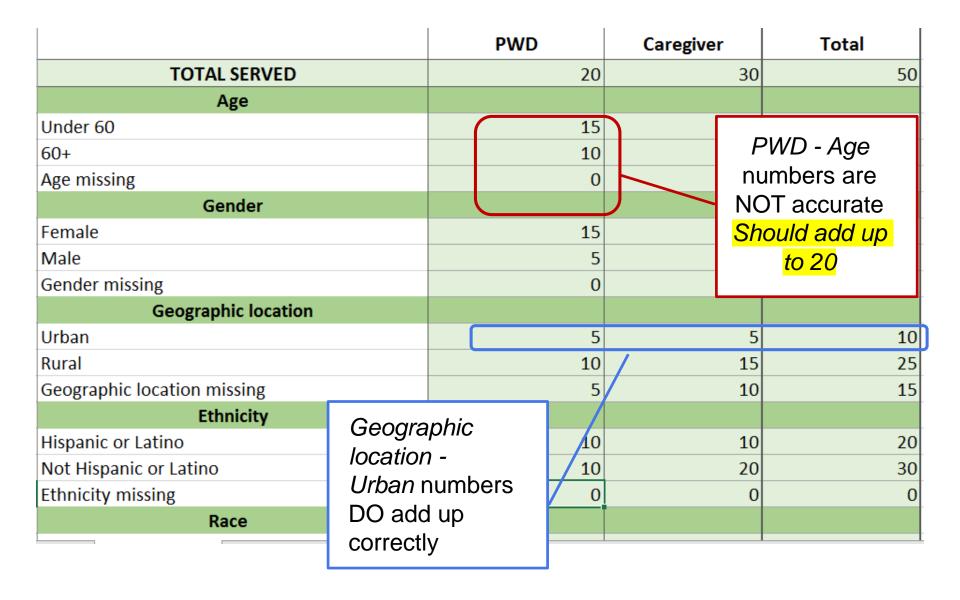
	PWD	Caregiver	Total
TOTAL SERVED			0
Military Status			
Served in the military			0
Has not served in the military			0
Military status missing			0
Relationship to caregiver			
Spouse or partner			0
Parent			0
Other caregiver			0
No caregiver			0
Relationship Missing			0
Living arrangement			
Lives alone, has an identified caregiver			0
Lives alone, no identified caregiver			0
Does not live alone			0
Living arrangement missing			0

Review Data for Inaccuracies

The following slide provides an example of accurate and inaccurate data reporting.

Without accurate data, the National Alzheimer's and Dementia Resource Center is not able to report on the persons served for that grant or include the data in the annual aggregate report to ACL/AoA.

How to Check for Inaccurate Data



Professionals Trained

Report total number trained in each category:

- Information and referral providers, options counselors
- Case managers, care coordinators, discharge planners
- Direct care workers (certified nursing assistants, personal care attendants, companions)
- Healthcare providers (physicians, nurse practitioners, nurses)
- Health educators, interventionists
- First responders
- Clergy, other members of faith community
- Legal professionals
- Community businesses (banks, retail stores, pharmacies, cafés)
- Other

Professionals Trained

			l I	
1	Grantee	0		
2	Grant ID	0		
3	Reporting period (start date - end date)	0		
4	Report submission date	0		
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
6			Number of persons trained	
7	PERSONS TRAINEI	D		
8	8 Information and referral providers, options counselors			
9	9 Case managers, care coordinators, discharge planners			
	Direct care workers (certified nursing assistar	nts, personal care		
10	attendants, companions)			
11	Health care providers (physicians, nurse prac	titioners, nurses)		
	Health educators, interventionists (providing	training to PWD or		
12	caregivers)			
13	First responders			
14	Clergy, other members of faith community			
15	Legal professionals			
16	Community businesses (banks, retail stores,	pharmacies, cafes, etc)		
17	Other			

ADSSP Expenditures and Direct Services Requirement

ADSSP grants are required to provide:

- 25% match in Year 1
- 35% match in Year 2
- 45% match in Year 3 and subsequent years

Grantees are required to expend not less than 50% of grant funds on the provision of direct services.

Grantees are required to expend no more than 10% of grant funds on administrative expenses.

ADI-SSS Direct Services Requirement

Regarding provision of direct services, <u>ADI-SSS grants</u> are required to dedicate:

- 30% of first year budget
- 40% of second year budget
- 50% of third year budget

Services & Expenditures

1	Grantee	0		
2	Grant ID	0		
3	Reporting period (start date - end date)	0		
4	Report submission date	0		
5	ALL LIGHT GREEN CELLS SHOULD BE COMPLETED			
6	Services & Expenditures	Total Units of Direct Service Delivered	Percentage of Funds Spent on Direct Service Expenses	Percentage of Funds Spent on Administrative Expenses
7				
8	ADSSP grants: It is a statutory requirement that at least 50% of grant funds be spent on direct service costs and that no more than 10% of funds be spent on administrative costs. ADI grants: It is required that at least 30% of the first year budget, 40% of the second year budget, and 50% of			
9	the third year budget be spent on direct service costs.			
	If your project has not met these requirements by the end of this reporting period (reflected in the			
10	numbers above), please describe in the box to the right why the project has not met these requirements and confirm that the project will meet these requirements by the end of the grant.			

Submitting Data

IMPORTANT:

Data must be submitted as an Excel file.

NO PDF files please!

For More Information

Contact your assigned TA liaison through the National Alzheimer's and Dementia Resource Center and ACL Project Officer.

Questions and Discussion

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